



NOTICE: This application form is authorized by section 283.37, Wis. Stats., and Chapters NR 151 and 216, Wis. Adm. Code. Personally identifiable information on this form may be used for other program purposes and may be made available to requestors under Wisconsin's Public Records laws and be posted on the Department's internet site.

Instructions: Complete the following for all permit applications. If additional space is needed to respond to a question, attach additional pages. Provide descriptions below that explain the program activities that you expect to develop and implement to comply with the Municipal Separate Storm Sewer System (MS4) general permit (<http://dnr.wi.gov/org/water/wm/nps/stormwater/muni.htm>). Section 3 of the MS4 general permit contains the compliance schedules that direct when the individual program activities need to be developed and submitted to the Department for review. The detailed programs that are developed and submitted to the Department for review may deviate from the program activities described below if necessary. The descriptions provided below are necessary for the Department to verify that the municipality's program activities comply with the permit.

Section I: Applicant Information

Name of Municipality

City of West Bend

Mailing Address

1115 S. Main Street

City

West Bend

State

WI

Postal Code

53095

County(s) in which Applicant is located

Washington

Type of Municipality: (check one)

☐ County

☒ City

☐ Village

☐ Town

☐ Other (specify)

Section II: Local Contact Information (check one):

Name of Municipal Contact Person

Judith A. Neu

Title

City Engineer

Mailing Address

1115 S. Main Street

City

West Bend

State

WI

Postal Code

53095

E-mail address

neuj@ci.west-bend.wi.us

Telephone Number (include area code)

(262) 335-5130

Fax Number (include area code)

(262) 335-5164

Section III: Water Quality Concerns

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (An unofficial list of ORWs and ERWs may be found on the Department's Internet site at: http://dnr.wi.gov/org/water/wm/wqs/)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of Wisconsin impaired waterbodies may be found on the Department's Internet site at: http://dnr.wi.gov/org/water/wm/wqs/303d/303d.html)

Section IV: Area and Population Within the MS4

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is the MS4 within an "Urbanized Area" as defined by U.S. EPA? (See http://www.epa.gov/npdes/pubs/fact2-2.pdf)

If no, skip the rest of this section and continue to Section V. If yes, estimate the area served by and the population within the MS4 in an Urbanized Area (UA).

(Urbanized Area maps are available on the EPA web site at: <http://cfpub1.epa.gov/npdes/stormwater/urbanmaps.cfm>)

Total municipal area (in square miles):	Total municipal population (in year 2000):
N/A	N/A
MS4 service area within Urbanized Area (in square miles):	Municipal population within Urbanized Area (in year 2000):
N/A	N/A

Section V: Potential Permit Exemption

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Section NR 216.023, Wis. Adm. Code, allows certain MS4s that have less than 1000 people residing in an urbanized area to be waived from having to obtain municipal storm water permit coverage.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you believe that the MS4 may be eligible for this potential exemption?

Section VI: Summary of Municipal Storm Water Program Activities

Describe the programs or activities the municipality is doing or will do to comply with the requirements of the MS4 general permit. Attach additional pages if necessary.

A. Public Education and Outreach

Describe the public education and outreach program activities that the municipality will implement to comply with section 2.1 of the MS4 general permit.

Deadlines -- we will submit proposed program within 18 months of the start date of permit coverage, implement within 24 months. A brief description of our current programs are listed below.

A. Parks Department currently sponsors many environmental education opportunities and events for people of all ages. I have attached a list of these to this application.

B. Various Department currently provide various brochures that are available to the public.

C. Our Public Works Department provides Earthday T-shirts to schools, has a small fund available each year to purchase recycling related take aways, and works with civic organizations on storm catch basin stenciling.

D. Washington County NPS Pollution Education and Outreach Program -- a combined effort, under a grant from DNR, was completed in 2005 which outlines the steps that can be taken by the City of West Bend and the other communities to inform and educate the public. It includes a brochure created by the committee and various UW Extension brochures, take-aways (frisbees, stickers, and tatoos), a web site, erosion control and storm water seminars, a professional video on storm water issues, news releases, construction of a rain garden at the Germantown Library, and education in school classrooms and for area business persons and community groups. A final report and implementation plan was created and a copy given to DNR and each of the communities involved in the efforts.

B. Public Involvement and Participation

Describe the public involvement and participation program activities that the municipality will promote to comply with section 2.2 of the MS4 general permit.

Deadlines -- we will submit our proposed program, including measurable goals, within 18 months of the start date of the permit coverage, and implement within 24 months.

After the permit is issued, the City of West Bend will hold a series of public meetings to notify the public of each of the separate activities required by the permit and to encourage input and participation from the public. We may also hold at least one (1) public meeting to discuss the overall permit and what steps we need to take to comply with the permit. We think that a good goal would be to have 25 attendees at the general information meeting. We hope to videotape the meeting and replay it on community cable. We would send a notice of the meeting to the West Bend News, possibly publish the notice on the City's web site, and issue a news release regarding the meeting.

In addition, we anticipate an overall discussion at either a Board of Public Works or Common Council meeting.

We will also likely meet directly with interested stakeholders. The one that comes immediately to mind is the Local

Builders Association. We would like to make a presentation at one of their (monthly?) meetings to inform them of the requirements and encourage their input regarding the possible changes to the erosion control and storm water ordinances, particularly the construction debris control. We will try to get at least one article published in their association newsletter and hold about 3 meetings with a committee we will ask them to appoint to assist us in defining the new rule(s).

We will identify other stakeholders that we think may be interested in providing input to specific sections of the permit requirements.

C. Illicit Discharge Detection & Elimination

Describe the illicit discharge detection and elimination program authority and activities that the municipality will develop and implement to comply with section 2.3 of the MS4 general permit.

ORDINANCE (or other regulatory mechanism): We will submit our proposed ordinance (or other regulatory mechanism) within 24 months of the start date of the permit coverage, and adopt it within 30 months. It will prohibit non storm water substances from being discharged to the storm sewer, identify non storm water discharges that are not illicit and can go into the storm sewer, and establish inspection and enforcement authority.

Before creating the ordinance, we will review City and State plumbing codes and city policies and procedures to determine the extend of existing compliance with permit requirements rather than creating completely new regulations. Please note that City Plumbing codes / rules cannot, by state law, be more restrictive than the State Plumbing codes. Some of the codes we will review include: Comm 82.38(3)(b) which lists allowable discharge points, by fixture or specific uses; the NFPA (National Fire Prevention Act) -- see attached list from Fire Department; the City's policies on hydrant flushing; the City Fire Department's Suggested Operating Guidelines (SOG's) regarding vehicle washing, types of soaps and degreasers used, locations outdoors where some cleaning and maintenance takes place, and fire fighting water drainage; Chapter 13 of the City's Municipal Code (the Sewer Use Ordinance) which includes language on what must go the SANITARY system and what cannot go to that system (13.15) -- we envision that we may need a code similar to 13.15 to say what can and cannot go into the STORM SEWER.

INITIAL SCREENING: We will likely hire a consultant to complete and document the initial screening and to train City staff for on going dry weather screening. We will likely also ask them to identify outfalls that need on going screening and why. This will be completed within 36 months of the start date of the permit coverage.

ON GOING DRY WEATHER SCREENING: We will submit our proposal for this work within 36 months of the start date of the permit, likely with the results of the intial screening, and implement within 48 months. The procedures, frequency, and locations will be determined based on the results of the initial screening. All minimum procedures listed in the permit for on going dry weather screening will be followed. We will investigate sources of potential non storm discharges (illicit discharges) in the storm sewers as identified by the initial screening.

For spill response, see the attached Fire Department SOG Section:04, Subsection: 09. We will add the DNR spill

notification requirement to this SOG along with the phone number.

If we find any evidence of cross connections or problems with sanitary sewers leaking into the storm sewer, we will eliminate them to the maximum extent practical.

We will put in place a procedure or policy to notify DNR prior to dye testing of any storm sewers.

We will put in place a policy / procedure / or, if appropriate, a regulatory mechanism to eliminate / remove illicit discharges as soon as possible. The policy will state that if it will take more than 30 days to eliminate the illicit discharge, we will contact DNR to discuss the appropriate action / time frame for removal. It will also state that if the discharge originates from outside of the City, we will notify the affected municipality within 1 working day. Our submission of this policy will include the name, titles and phone number of individual(s) responsible (at the time of submission) for responding to reports of illicit discharges and spills.

D. Construction Site Pollution Control

Describe the construction site pollutant control program authority and activities that the municipality will develop and implement to comply with section 2.4 of the MS4 general permit.

Deadlines: We will submit our proposed ordinance within 18 months of the start date of permit coverage, and adopt it within 24 months. We will also submit our proposed inspection and enforcement procedures within 18 months of the start date of the permit, and implement within 24 months.

The City has an Erosion Control Ordinance / Code in place. It was originally adopted in January, 1985 and has been periodically amended. We will review this code as it relates to the permit and amend it, in part or in full, to meet the requirements of the permit, NR 151 and NR 216. Our existing code will remain in place and in effect until the new code is adopted.

We recognize that our current erosion control code has no waste management / construction debris control requirements. We will address this as part of our code changes. We plan to work with the local builders association to come up with language that meets the DNR permit requirements and that the builders can live with.

The City already has the authority, from the Department of Commerce, to regulate erosion control at public buildings and places of employment. That authority, we believe, extends to all sites except single family sites, which are regulated by the Department of Commerce.

We will work with the local concrete suppliers to establish truck wash out policies / procedures for their drivers so that they are not washing out into the streets and thus into the storm sewer systems.

We will review our erosion control site inspection and enforcement procedures to ensure that they meet the minimum requirements listed in the General Permit.

We will review our procedures for receipt and consideration of information submitted by the public -- I believe this is meant to address how we deal with erosion control complaints received from the public. If I have misinterpreted this please let me know.

E. Post-Construction Site Storm Water Management

Describe the post-construction storm water management program authority and activities that the municipality will develop and implement to comply with section 2.5 of the MS4 general permit.

Deadlines: We will submit our proposed ordinance within 18 months of the start date of permit coverage, and adopt it within 24 months. We will also submit our proposed long term maintenance procedures within 18 months of the start date of the permit, and implement within 24 months.

The City has a Storm Water Management ordinance in place. It was originally adopted on May 6, 1985, and has been periodically amended. The City also has a storm water management system plan in place for the entire city and surrounding areas that includes both quantity control and quality control elements. The plan was prepared by SEWRPC and includes 4 volumes (vol. 1: Inventory findings, forecasts, objectives and design criteria; vol 2: Silver Creek Watershed; vol 3: Milwaukee River Watershed; and vol 4: Quaas Creek Watershed). After the final volume of the plan was approved / adopted, the Storm Water Management ordinance was revised to require that the storm water management system plan be followed.

We will review our existing ordinance and plan, and work with DNR to ensure that we meet the requirements of the General Permit, NR 216.47, NR 151.12, and NR 151.24. We will also compare our ordinance to Appendix B of NR 152. Our existing code will remain in effect until the new code is adopted.

We recognize that our storm water ordinance and plan may not include adequate long term maintenance requirements for land owners of private Post Construction Storm Water Management Control measures, and that we will have to improve this portion of the ordinance.

We also realize that we will need to establish procedures to ensure the long term maintenance of both publicly and privately owned Storm Water Management Facilities.

F. Pollution Prevention

Describe the pollution prevention program activities that the municipality will implement to comply with section 2.6 of the MS4 general permit.

Deadlines: We will submit our proposed programs for each of the issues listed in the General Permit within 24 months of the start date of the permit coverage, and implement them within 30 months. Our current programs for the issues

listed in the General Permit are as follows:

ROUTINE INSPECTION AND MAINTENANCE: Our storm sewer system (pipes, manholes, catch basins, and outfalls) is inspected and repaired by both our Department of Public Works (DPW) and Engineering Department. Some repairs are made by DPW, others are repaired by contractors hired through Engineering. We may be deficient in our routine inspection of public storm water management ponds (wet and dry). We do repair the facilities as needed, but usually as a result of concerns raised by the public. Responsibility for repairs of privately owned storm water management ponds in subdivisions are usually set in a Developers Agreement. These agreements typically allow the City to do the work, if the owners do not or cannot do the work themselves, and allows us to assess the costs back to the property owners in the development. We realize that we may be deficient in the route inspection and maintenance enforcement of privately help ponds for individual, non subdivision types of developments.

STREET SWEEPING AND CLEANING OF CATCH BASINS: See attached DPW memo for information on street sweeping frequency. The City currently has 5,351 catch basins / inlets within its storm sewer system. We cleaned and inspected about 500 catch basins in 2005. We intend to increase that number for 2006 and beyond. However, we are also gathering information for the storm sewer inventory in our GIS system during this cleaning, which slows down the process.

PROPER DISPOSAL OF STREET SWEEPING AND CATCH BASIN CLEANING WASTE: These are disposed of in a licensed landfill.

ROAD SALT: See attached DPW memo for information on road salt applications and storage. We have hired a contractor to build a salt storage dome at our Municipal Garage in 2006. It will be located such that the runoff will be directed to the existing wet detention pond.

PROPER MANAGEMENT OF LEAVES AND GRASS CLIPPINGS: See DPW memo for information about our Organic Drop off Station and curb side pick up. Promotion of home composting will likely be part of our information and education program.

STORM WATER POLLUTION PREVENTION PLANNING AT MUNICIPAL GARAGES, STORAGE AREAS, AND OTHER MUNICIPAL FACILITIES:

We have one (1) municipal garage / storage facility that contains our DPW, vehicle maintenance, and water utility as well as indoor and outdoor storage of equipment and materials, organic drop off, salt storage sheds and snow storage areas. Nearly the entire complex drains to a lined wet detention pond constructed with the snow storage lot under a DNR grant in 2003. The snow storage lot has a forebay, and the garage and outdoor storage areas drain via storm sewer directly to the wet pond.

Our Parks Workshop area will be evaluated. Erodable materials are currently stored in covered sheds. Equipment and most supplies are stored indoors. We may have to look at moving some of our procedures indoors to prevent pollutants

from be washed into the adjacent pond / stream / river.

Our Waste Water Treatment Plan is operated by the City's Sewer Utility. It functions under WPDES Permit # WI 0025763-08. See attached memo from Jim Hron, Sewer Utility Manager, regarding operation and maintenance of that facility.

We will look at pollution prevention planning at our other municipal facilities to see if there are procedural changes that can be made to minimize pollutant loadings.

APPLICATION OF LAWN AND GARDEN FERTILIZERS: The City owns 56 properties that have over 5 acres of pervious surfaces. A map of those facilities is attached. See attached memos from DPW, Sewer Utility, Water Utility, and Parks Department for current policies / practices for fertilizer applications at municipally controlled facilities.

EDUCATION OF APPROPRIATE MUNICIPAL AND OTHER PERSONNEL: Appropriate personnel will be trained in the proper implementation of this program as it is developed.

MEASURES TO REDUCE MUNICIPAL SOURCES OF STORM WATER CONTAMINATION WITHIN SOURCE WATER PROTECTION AREAS: The City's Water Utility plans to hire a consultant in 2006 to prepare a wellhead protection plan. See attached memo from our Water Utility.

Section VII: Certification

Certification: I hereby certify that I am an authorized representative of the municipality that is the subject of this application for general permit coverage, and that the information provided is true and complete, to the best of my knowledge. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Name

Title

Judith A. Neu

City Engineer

Signature

Date Signed

06/02/06

E-mail address

Telephone Number (include area code)

Fax Number (include area code)

neu.j@ci.west-bend.wi.us

(262) 335-5130

(262) 335-5164

Return this completed form to:

Wisconsin Department of Natural Resources
Storm Water Program – WT/2
PO Box 7921
Madison, WI 53707-7921